

OP-22.39, "Young Offender Parole and Reentry Services (YOPRS)"

SCDC POLICY

NUMBER: OP-22.39

TITLE: YOUNG OFFENDER PAROLE AND REENTRY SERVICES (YOPRS)

ISSUE DATE: June 7, 2016

RESPONSIBLE AUTHORITY: DIVISION OF YOUNG OFFENDER PAROLE AND REENTRY SERVICES

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: SCDC POLICY PS-10.09 - NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: 9-11, 19-11, 18-1, 18-11, 19-29A, 19-69, 25-2, 25-3, 25-6, 25-7, 25-12, 25-66, 25-67, 25-68, 25-69, 25-70, 25-71, 25-72; 25-73; 25-74; 25-75; 25-77, 25-78, 25-79, 25-80, 25-82, 25-83, 25-84, 25-85 25-86, 25-88, 25-89, 25-90.

(NOTE: All SCDC approved forms starting with the number 25 pertain solely to the operations of the Division of Young Offender Parole and Reentry Services.)

ACA/CAC STANDARDS: 4-4099, 4-4102, 4-4142, 4-4166, 4-4274, 4-4275, 4-4277, 4-4299, 4-4304, 4-4305, 4-4306, 4-4307, 4-4309, 4-4311, 4-4312, 4-4374, 4-4428, 4-4429, 4-4430, 4-4441, 4-4449, 4-4464, 4-4497, 4-4498

STATE/FEDERAL STATUTES: 24-19-40; S.C. Code 24-19-10 et seq.; 24-13-40

PURPOSE: The purpose of the Division of Young Offender Parole and Reentry Services (YOPRS) is: 1) to reduce recidivism for the Youthful Offender population through a seamless system of services implemented at the time of incarceration and concluded upon completion of community supervision (parole); 2) to provide rehabilitative services for young offenders sentenced as juveniles and transferred to the custody of SCDC upon reaching an appropriate age; and 3) to provide rehabilitative services for Youthful Offenders, as well as Adult Straight-timers, whom are referred by the courts and accepted into the Shock Incarceration Program.

POLICY STATEMENT: The Division of Young Offender Parole and Reentry Services provides services utilizing evidence-based principles and practices that teach accountability, enhance skill development, and promote public safety. Services include: 1) Young Offender Institutional Services (YOIS); 2) Intensive Supervision Services (ISS); 3) Intensive Supervision Services Administrative Release Authority (ISARA); and 4) Shock Incarceration Program. The Division Director is responsible for overseeing and managing all

services under the guidance of the Deputy Director of Operations.

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section one: young Offender institutional services (YOIS)

1. RESPONSIBILITIES:

1.1 The Division Director of YOPRS is responsible for overseeing and monitoring YOIS under the guidance of the Deputy Director of Operations.

1.2 Training: All newly assigned YOIS staff must attend YOIS training within six (6) months of their hire date (unless an extension has been granted by the Warden, YOIS Program Coordinator, or Division Director of YOPRS). Other program specific training will be required and conducted as needed by the YOA institution, YOIS Program Coordinator, or the Division Director of YOPRS.

1.3 The YOIS Program Coordinator is responsible for the overall management of YOIS and will report to the Division Director of YOPRS.

1.4 Each YOIS Institutional Coordinator directly supervises the YOIS Rehabilitation Correctional Counselors and YOIS Case Managers and reports to the YOIS Program Coordinator. Each Institutional Coordinator is responsible for:

- Planning, organizing, and implementing rehabilitative services and materials;
- Implementing all YOIS operational procedures within the institution in accordance with Agency policy and procedures;
- Coordinating and facilitating all in-service training programs;
- Performing quality assurance audits monthly and reports to YOIS Program Coordinator; and
- Completing all institutional reports and correspondence in reference to YOIS.

1.5 Rehabilitation Correctional Counselors (RCC) are responsible for:

- Completing and documenting initial institutional orientation;
- Completing and documenting the Global Risk Assessment Device for newly assigned Youthful / Young Offenders;

- Providing individual and group counseling sessions, as well as crisis intervention services to the Youthful Offender population;
- Developing specialized groups outside of the normal curriculum, as needed;
- Participating in and providing feedback regarding the case management of Youthful Offenders;
- Monitoring and providing services to Youthful Offenders receiving mental health services, as outlined in SCDC policies/procedures related to mental health care;
- Placing timely and written documentation in the YOIS offender file;
- Data entry that accurately reflects each offenders behavior and performance in the Automated Records Program and PROG screens;
- Coordinating and communicating with all personnel in the institution and community to ensure that Youthful Offenders receive services as identified during intake assessment; and
- Providing appropriate rehabilitative recommendations concerning each Youthful Offenders Conditional Release to community supervision.

1.6 YOIS Case Managers are responsible for:

- Making appropriate computer entries as pertaining to YOIS;
- Evaluating offenders' records through audits to determine pertinent information;
- Conducting institutional orientation with newly assigned offenders;
- Serving as a member/case manager of Offender Focus sessions;

- Developing a consistent schedule to meet with the offenders;
- Coordinating with all personnel in the institution to ensure completion of community meetings, release ceremonies, and Administrative Offender Focus sessions;
- Performing administrative duties associated with Accountability Board meetings; and
- Monitoring and assisting in keeping YOIS Offender Files and SCDC records current.

1.7 Wardens of institutions where YOIS are provided are responsible for:

- Ensuring that all components of YOIS are implemented;
- Providing on-site service management;
- Providing adequate service space;
- Developing daily movement schedules which coordinate programming with institutional requirements (copies of schedules should be forwarded to YOIS Program Coordinator and Division of YOPRS);
- Administering the disciplinary and Accountability Board process for YOIS;
- Ensuring that recommendations for release of Youthful Offenders participating in YOIS are forwarded to the Division of YOPRS in a timely manner;
- Providing direct supervision of Youthful Offenders for the purpose of security and safety;
- Meeting with YOIS and institutional staff at least monthly to address needs of the program; and

- Ensuring, to the greatest degree possible, that Youthful Offenders are separated from non-Youthful Offenders pursuant to the Youthful Offender Act and YOIS policies and procedures.

1.8 Reception and Evaluation Center Classification Assessment Caseworkers are responsible for the initial review of each Youthful Offenders medical, mental health, education, substance abuse, custody, and security issues. See SCDC Policy OP-21.04, Inmate Classification Plan, for additional information.

2. CLASSIFICATION AND ASSIGNMENT OF Youthful OFFENDERS:

2.1 Reception and Evaluation: Male and female Youthful Offenders will be received at an SCDC Reception and Evaluation (R&E) Center. The staff at the R&E Center will interview and conduct a medical examination, screen the offender for mental health problems, and give the offender an orientation about SCDC. (See SCDC Policy OP-21.04, Inmate Classification Plan, for additional information.)

2.2 Special Needs: When a Youthful Offender has a serious medical condition, a physical disability, or a mental health diagnosis which requires Intermediate Care Unit Services, and/or s/he is mentally challenged, s/he will be assigned to an SCDC institution which provides services to treat those needs. The Special Needs Youthful Offender is considered to be in YOIS; and the Division of YOPRS is still responsible for monitoring the offenders progress and recommending his/her Conditional Release to the Intensive Supervision Administrative Release Authority (ISARA), see Section 3, Intensive Supervision Administrative Release Authority. The Clinical Correctional Counselor who is responsible for the Special Needs Youthful Offender will provide information on the offenders progress to the YOIS Program Coordinator monthly, or as requested by the Division.

2.3 YOIS Assignment: After assessment at R&E, the male and female Youthful Offenders will be assigned to the appropriate YOA institution based on medical/mental health needs, convictions, sentence, security, and program considerations. All Youthful Offenders will be assigned by R&E assessment staff to an institution that offers YOIS or manages special needs. Assignment will be based on the Agencys classification criteria. (See SCDC Policy OP-21.04, Inmate Classification Plan, for additional information.)

2.4 YOA Institutions:

2.4.1 Male Youthful Offenders are primarily housed at Turbeville and Trenton Correctional Institutions.

Addictions Treatment: Male Youthful Offenders who require addictions treatment may be assigned to Turbeville or Trenton Addictions Treatment Unit; Specialized Services and Considerations: Male Youthful Offenders requiring specialized services or considerations may be assigned to an institution that manages the special needs.

2.4.2 Female YOIS Youthful Offenders are primarily housed at Camille Griffin Graham Correctional Institution. Addictions Treatment: Female Youthful Offenders who require addictions treatment may be assigned to Goodman Correctional Institution.

2.5 YOA Institutional Custody Assignment: Once the Youthful Offender is assigned to an appropriate YOA institution, Central Classification will be responsible for assigning the Youthful Offender to a custody level.

3. AREAS:

3.1 Youthful Offenders will transition through three service areas which include Orientation, Rehabilitation, and Reentry. The YOIS framework of individualized targeted interventions and cognitive restructuring is accomplished through services including, but not limited to, an Assessment Process, Services Planning, Individual Counseling, Group Counseling, Community Meetings, Case Management, and Reentry Planning.

3.2 Orientation: During Orientation, the Youthful Offender will participate in a YOA institutional orientation and undergo an assessment. Institutional orientation includes an introduction to YOIS philosophy and institutional services; participant expectations; recreation services overview; health and wellness requirements; education overview, if determined appropriate; pastoral services; and structured movement education and demonstration. The Youthful Offender will acknowledge completion of Orientation by signing YOIS/SHOCK Orientation Checklist, SCDC Form 25-2. Orientation should occur within a period of time not to exceed fourteen (14) business days.

3.2.1 Assessment: All Youthful Offenders assigned to YOIS will be assessed using the Global Risk Assessment Device (GRAD). Completion of the assessment to determine service appropriateness will be the responsibility of the Rehabilitation Correctional Counselor (RCC). See Section 2, "Intensive Supervision Services," section 19., Global Risk Assessment Device (GRAD), for additional information.

3.2.2 Individual Rehabilitation Plan: During Orientation and upon completion of the assessment, the Youthful Offenders RCC and the Youthful Offender will develop an Individualized Rehabilitation Plan (SCDC Form 25-3). SCDC Form 25-3 must be completed within ten (10) business days of the offenders assignment to the RCC. Individual Rehabilitation Plans are maintained in the YOIS offender file, should be present at all Offender Focus sessions (Administrative, Rehabilitative, and Reentry), and should be reviewed every thirty (30) days with update of rehabilitation goals, as needed. Individual Rehabilitation Plan goals must be updated when an offender transitions from Rehabilitation to Reentry area.

3.3 Rehabilitation: Youthful Offenders' transition into Rehabilitation upon completion of Orientation. Within Rehabilitation, the assigned RCC works with the Youthful Offender on addressing the identified goals on the offenders Individualized Rehabilitation Plan, SCDC Form 25-3.

3.3.1 Education is mandatory for all Youthful Offenders the age of twenty-one (21) and under without verified GED or Diploma. Offenders over the age of twenty-one (21) who do not have a high school diploma or GED may be assigned to a course of study to prepare for the GED or Diploma. A minimum of three (3) hours per day is devoted to structured classroom activities. High school graduates may be assigned as teachers' aides or enrolled in vocational training where available. Successful completion of the educational component requires that an offender reach his/her potential by acquiring a GED or Diploma, and satisfactorily progressing in Vocational Training as deemed appropriate for the offender. Those offenders

who cannot reach these educational milestones, as determined by the institutional educational staff, must demonstrate academic progress as well as meet all behavioral and performance requirements. Failure to comply with educational guidelines may result in disciplinary actions. Offenders who are awaiting verification of a high school diploma or GED will be required to attend school until a confirmation is received.

3.3.2 Groups: All Youthful Offenders assigned to YOIS will be required to complete a series of core groups in accordance with YOIS policies and procedures. Additional specialized groups will be offered based upon institutional staffing and an offenders individualized needs. Youthful Offenders are required to attend a minimum of three groups weekly, with employment and/or education counting as one group daily. The range of groups included will be conducted in accordance with institutional and YOIS policies and procedures. Rehabilitation services core and specialized groups include, but are not limited to:

- Criminal Thinking;
- Substance Abuse Awareness;
- Interpersonal Skills (Decision Making &Conflict Resolution);
- Anger Management;
- Parenting;
- Self-Esteem;
- Act Like A Man;
- Act Like A Lady;
- Mens Fraternity;
- Positive Relationships.

3.3.3 Individual Counseling: All Youthful Offenders participating in YOIS will be required to complete an Individual Counseling session on a monthly basis. The Individual Counseling sessions allow for more in-depth discussion of the offenders rehabilitation goals or any offender concerns. Individual Counseling sessions should be documented in the Automated Medical Record (AMR) within 72 hours of the completion of sessions.

3.3.4 Family Focus: All Youthful Offenders participating in YOIS will be afforded a Family Focus, as outlined on his/her Individualized Rehabilitation Plan, to include, but not limited to:

- Special Visit, through Warden/designee approval;

- Participation in Family Reunion sessions; and

- Monitored conference call.

3.4 Reentry: Youthful Offenders are transitioned to Reentry between ninety (90) and sixty (60) days prior to the offenders projected Conditional Release. Within this area, the Youthful Offender participates with transition planning and reentry services. Reentry services may include, but are not limited to:

- Life Skills (Budgeting, Financial Planning, etc.);

- Career Skills (Interviewing Skills, Resume Writing, Dress for Success);

- Vocational Rehabilitation Services, appointments, etc.;

- Outreach groups and seminars (i.e., AA, NA);

- Family Reunification;

- Victim Impact;

- Supervision Expectations; and

- Transitioning Planning (Successful Reentry).

4. Case Management (Offender Focus):

4.1 YOIS Case Management Teams (CMTs), referred to as Offender Focus, are utilized to monitor and address the offenders needs, behavior, progress/lack of progress, sanctions, privileges and referrals. Each CMT may consist of personnel, relevant to the offenders case, from multiple disciplines to include YOIS Institutional Coordinator, YOIS RCC, Mental Health, Education, Programming, Intensive Supervision Services (ISS), Medical, Classification, and Prison Industries. All CMTs should be scheduled to accommodate work, school, and counseling schedules. CMT sessions should be scheduled at times when staff is available and conducted pursuant to YOIS policies and procedures. Results from all CMT sessions should be documented on the corresponding SCDC Form 18-1, Committee Docket, the Automated Records Program Screen, and within the scheduled offenders record on the Staff Memoranda, as outlined in YOIS policies and procedures.

4.2 Administrative: The Administrative session is utilized to analyze the Youthful Offenders assessment and Individualized Rehabilitation Plan to ensure appropriate placement in group and individual YOIS services. The Administrative session should meet a minimum of twice per month and should occur within ten (10) business days of the offenders assignment to the YOA institution.

4.3 Rehabilitative: The Rehabilitative session is utilized to monitor the Youthful Offenders progress and/or lack of progress with the Individualized Rehabilitation Plan, and to modify services based upon the Youthful Offenders identified needs and assets. The Rehabilitative session will initiate fourteen (14) days upon completion of the Administrative session to process the offenders participation and adjustment in services and to determine if Rehabilitative sessions on the assigned Youthful Offender will be conducted monthly, bimonthly, or quarterly. The Rehabilitative session may have special meetings when the need occurs. A minimum of two corrections professionals should be present for the Rehabilitative session to include YOIS staff and personnel directly correlated to the offenders case.

4.4 Reentry: Reentry session, referred to as Reentry Offender Focus (ROF), is utilized to assess the Youthful Offenders progress in YOIS, and to properly coordinate services during offenders transition to the Reentry services and eventual release. The ROF Team should meet a minimum of once monthly and should occur between ninety (90) and sixty (60) days before the Youthful Offenders Conditional Release. A Youthful Offender in Disciplinary Detention (DD) or Youthful Offender Security Detention (YOSD) will be automatically ineligible for transition to Reentry services, unless special circumstances exist and the offenders case is staffed with the YOIS Program Coordinator.

5. PRIVILEGES AND RESTRICTIONS:

5.1 YOIS relies heavily on teamwork, rewards, self-discipline, and changing thoughts and behavior that have led or may lead to criminal behavior. The program addresses a wide variety of needs for a diverse population of young offenders. Because of this, certain privileges which are normally allowed for the general offender population must be earned by Youthful Offenders who are assigned to YOIS. The Warden/designee may determine what constitutes as special privileges.

5.2 Canteen: Youthful Offenders in Orientation services are given limited canteen privileges for hygiene items. (Exceptions may be made for special needs offenders. The Warden/designee is authorized to make these exceptions). Normal canteen privileges are allowed during the Rehabilitation and Reentry service areas. Necessary hygiene items will be provided to indigent Youthful Offenders in accordance with SCDC Policy ADM-16.08, Commissary Operations.

5.3 Correspondence: Youthful Offenders will be allowed to send and receive correspondence pursuant to SCDC Policy PS-10.08, Inmate Correspondence Privileges. Legal correspondence will be governed by SCDC Policy GA-01.03, Inmate Access to the Courts.

5.4 Personal Telephone Calls:

5.4.1 Orientation: Each Youthful Offender will be allowed a minimum of one (1) five (5) minute call to his/her family during the period of Orientation. Additional calls will be allowed during Orientation if authorized by the YOIS Institutional Coordinator/Warden/designee.

5.4.2 Rehabilitation & Reentry: Each Youthful Offender will be allowed unlimited telephone usage whenever possible after s/he completes daily requirements. The duration of phone calls may be limited by the Warden/designee to ensure that all offenders who have met the required standard are afforded the opportunity to make such calls.

5.5 Emergency/Legal Phone Calls: Youthful Offenders, in all service areas, may make verified emergency and legal calls with the approval of the Warden/designee. For purposes of these procedures, legal counsel may consist of the offenders attorney of record and/or paralegal(s). Offender requests for attorney calls require 24-hours advance notice to allow for staff verification. Youthful Offenders will use SCDC Form 19-11, "Request to Staff Member," or the Kiosk for this purpose. (See SCDC Policy GA-01.03, "Inmate Access to the Courts," for additional guidance on when offenders may be allowed to call their legal counsel.) Attorney calls will be dialed by a staff member. Once verified, the call will not be monitored. Any deviation of this procedure will be documented in the offenders record.

5.6 Visitation:

5.6.1 Youthful Offenders who are in Rehabilitation and Reentry Services may be eligible for visitation privileges. The Warden/designee will determine the schedule for visiting privileges for Youthful Offenders. Youthful Offenders in Rehabilitation Services who have not had their privileges restricted will only be allowed visits from their mother, father, step-parents, grandparents, spouse, common law spouse,

and/or children. Youthful Offenders in Reentry Services are allowed visitation privileges as outlined in SCDC Policy OP-22.09, "Inmate Visitation." All visitors and visitation must meet the requirements of SCDC Policy OP-22.09, "Inmate Visitation."

5.6.2 Special Visits are conducted at the discretion of the Warden/designee for the purpose of Family Focus, transitional housing interviews, State Agency visitors, or other needs deemed appropriate by visitation. Special visits should be arranged through the YOIS Institutional Coordinator through written requests and approved by the Warden.

5.7 Television: Youthful Offenders who are in Orientation are not allowed to view television unless the staff determines that a particular program or videotape will enhance scheduled services. Rehabilitation and Reentry Youthful Offenders will be allowed selected television viewing after daily services. The Warden/designee can use television viewing as a reward incentive to encourage positive behavior.

5.8 Hobbycraft: Youthful Offenders participating in Rehabilitation and Reentry Services will be allowed to participate in any approved hobbycraft program. Participation in the hobbycraft program is considered a privilege. Youthful Offenders desiring to participate in an institutional hobbycraft program must submit an "Automated Request to Staff Member (ARTSM)" through the kiosk to his/her Hobbycraft Coordinator to the Warden/designee. The Hobbycraft Coordinator will review the offenders record and advise the Warden/designee whether the offender meets the following mandatory criteria:

5.8.1 The offender must be assigned to the institution for at least three (3) consecutive months; (NOTE: If an offender who has been participating in an approved hobbycraft program is transferred for non-punitive reasons to another institution, the receiving Warden may opt to waive the three (3) month eligibility criteria if work space is available. The offenders hobbycraft tools/supplies will be transported with his/her personal property in a box that has been purchased by the offender. No finished or partially finished hobbycraft items will be transported. These items will be required to be mailed home at the offenders expense or disassembled and disposed of by the Property Control Officer/designee.)

5.8.2 The offender must have maintained a clear disciplinary record for three (3) months;

5.8.3 The offender must have attended school for at least three (3) months; and

5.8.4 The offender must have sufficient funds in his/her E. H. Cooper Trust Fund Account to make initial purchases of supplies and materials as follows:

- Basic Art;

- Woodworking;

- Leather Working; and

- Other Crafts.

5.8.5 Refer to SCDC Policy PS-10.06, "Inmate Hobbycraft Program," for additional information.

6. RULES VIOLATIONS/DISCIPLINARY INFRACTIONS:

6.1 Each Youthful Offender will be given a thorough orientation regarding the rules and regulations that govern YOIS. The offender is required to sign SCDC Form 25-2, Program Orientation Checklist, to show that s/he has received this orientation. Rules violations will be documented on SCDC Form 19-29A, Incident Report. The completed SCDC Form 19-29A will be placed in the incident box. The YOIS Captain/Institutional Major will review incident reports and grade each rules violation for referral in accordance with Section 4., "Major/Responsible Authority Review," in SCDC Policy OP-22.14, "Inmate Disciplinary System." Informal and/or Administrative Resolutions forwarded by the YOIS Captain/Institutional Major will be heard by the Accountability Board. If the rules violation is graded as a Major, it will be referred to the Disciplinary Hearing Officer (DHO). If a rules violation is referred to the DHO, the Warden/designee will ensure completion of the SCDC Form 19-69, Disciplinary Report and Hearing Record. The institutional staff will then enter the Major violation into the disciplinary screen and ensure that the hearing is scheduled. All Administrative Resolutions must be entered in the YOIP screen.

6.2 Progressive Consequences: The purpose of progressive consequences is to provide a learning experience that allows the Youthful Offender to be accountable for his/her behavior and performance within YOIS, and to require the offender to consider alternate forms of behavior under similar situations. All consequences must be properly documented in the offenders file and on the Offender Management Systems Disciplinary screen, pursuant to YOIS policies and procedures.

6.3 Informal Resolution: All rules violations should be handled at the lowest possible level by the YOIS Captain/Institutional Major. All actions from an informal resolution will be documented in the YOIS informal discipline logbook. If found guilty, the YOIS Captain/Major may impose no more than any two (2) of the following consequences at a time as a means of resolving the incident informally:

- Counseling;

- Written Essay;

- Special Referrals (Mental Health, Medical, Behavior Modification group);

- Restriction of Privileges (Canteen, Visitation, or Telephone), not to exceed fourteen (14) days;
- Extra Duty or chores, up to twenty (20) hours;
- Restitution;
- Recreation Restriction, not to exceed five (5) days;
- Cell or Cube Restriction not to exceed ten (10) days.

6.4 All consequences will be documented on SCDC Form 25-6, YOIS/SHOCK Accountability Board Report. This report should be distributed to all YOIS staff for review and information. All imposed consequences must be approved by the Institutional Warden/Associate Warden of Programs or stated designee before SCDC Form 25-6 is finalized and processed. Refer to Section 5, Informal Resolution, in SCDC Policy OP-22.14, Inmate Disciplinary System, for additional information.

6.5 Violations Heard by the Accountability Board: The Accountability Board addresses conduct violations through an Administrative Hearing process. It is made up of a minimum of three individuals from different disciplines within the institution, to include YOIS/SHOCK personnel. The Accountability Board may be chaired by the Associate Warden, Major, Captain, Building/Field Lieutenant, or Sergeant. Only one uniformed security staff sits on the Accountability Board at any one time. The Accountability Board will, at a minimum, meet weekly. Offenses forwarded to the Accountability Board will be at the YOIS Captain/Institutional Majors discretion and should, at a minimum, have been addressed on one occasion at an informal resolution level by the YOIS Captain/Institutional Major. The Accountability Board may impose no more than any two (2) of the following consequences at a time as a means of resolving the incident administratively:

- Counseling;
- Written Essay;
- Special Referrals (Mental Health, Medical, Behavior Modification group);

- Restriction of Privileges (Canteen, Visitation, or Telephone), not to exceed fourteen (14) days;
- Extra Duty or chores, up to twenty (20) hours;
- Restitution;
- Recreation Restriction, not to exceed five (5) days;
- Cell or Cube Restriction, not to exceed ten (10) days;
- Disciplinary Detention (DD) in institutional Restrictive Housing Unit (RHU), not to exceed seven (7) days;
- Youthful Offender Security Detention (YOSD);
- Special Disciplinary Wing (SDW), not to exceed fifteen (15) days.

(NOTE: If the Accountability Board recommends that the offender be assigned to RHU or SDW, the recommendation must receive final approval from YOIS Program Coordinator or Division Director of YOPRS.)

6.6 Accountability Board Procedures: (Note: All Accountability Board meetings will be recorded and maintained according to current Agency guidelines for disciplinary hearings and YOIS policies and procedures.)

6.6.1 The Youthful Offender will be notified to report to the Accountability Board. Notification will be given to the Youthful Offender within 24 hours of scheduled appearance.

6.6.2 An SCDC Form 18-1, Committee Docket, and SCDC Form 25-6, YOIS/SHOCK Accountability Board Report, will be prepared for each Accountability Board meeting. Each offender will be required to sign the docket.

6.6.3 Each Youthful Offender will appear before and participate in the Accountability Board. The rules violation, to include the incident report, will be read to the Youthful Offender.

6.6.4 The Youthful Offender will be given the opportunity to respond to the charge(s), to include an account of his/her actions and a statement accepting/not accepting accountability for his/her actions.

6.6.5 The Accountability Board will provide immediate individualized counseling, if deemed appropriate, and/or refer offender to assigned counselor.

6.6.6 The Accountability Board will impose appropriate progressive consequences, when deemed necessary, to address the Youthful Offenders exhibited behavior.

6.6.7 The YOIS/SHOCK Accountability Board Report, identifying imposed consequences, must be reviewed and approved by the Institutional Warden/Associate Warden of Programs or stated designee prior to further processing.

6.6.8 Youthful Offenders placement in RHU or SDW (Turbeville C.I.) can only be approved by the YOIS Program Coordinator or Division Director of YOPRS.

6.6.9 The offender has the right to refuse the Accountability Board and request that the incident be referred to a disciplinary hearing; however, the DHO has the authority to levy additional consequences if the offender is found guilty of the incident. (NOTE: Should the offender decline informal or Administrative Resolution, the offender will sign and date SCDC Form 25-6, and it will be forwarded to the Hearing Officer by the YOIS institutional Major/designee.)

6.6.10 The offender waives any appeal rights including grievance rights under the SCDC Inmate Grievance System and those pursuant to Al-Shabazz v. State if s/he accepts the Accountability Board consequences.

6.7 Major Violations Heard by the DHO: The DHO and recorder will notify the offender and schedule the disciplinary hearing pursuant to SCDC Policy OP 22.14, Inmate Disciplinary System. The DHO will hear the case and make a finding of guilty or not guilty. If the offender is found guilty, the DHO will administer appropriate consequences within the YOIS guidelines. For consequence timeframes imposed by the DHO, see Section 17., Penalties Imposed by the Hearing Officer, in SCDC Policy OP 22.14, Inmate Disciplinary System. A Youthful Offender referred to the DHO for violation(s) previously addressed through Informal Resolutions and by the Accountability Board will receive consequences as though it is the first (1st) offense.

6.7.1 Youthful Offenders in ST (PHD) status will be reviewed in seven (7) days by Institutional Classification, in accordance with SCDC Policy OP-22.38, "Restrictive Housing Unit (RHU)," until heard by the DHO.

6.7.2 If the DHO hears the case and assigns the offender to Disciplinary Detention time in Special Disciplinary/RHU, then the Warden/YOIS designee is responsible for reviews. Upon assignment of the offender to DD, the DHO/designee will notify YOIS Institutional Coordinator or Lead Counselor, who will coordinate movement with Classification and Institution Operations.

6.8 Youthful Offender Placement in Disciplinary Detention (DD)/Security Detention (SD): Youthful Offenders placed in Security Detention or Disciplinary Detention shall be managed and reviewed in accordance with SCDC Policy OP-22.38, "Restrictive Housing Unit," Section 2., "Placement in Disciplinary Detention," and Section 3., "Placement in Security Detention." ICC boards reviewing the Youthful Offender shall consist of the Warden/Associate Warden, Youthful Offender staff designee, Classification Caseworker, uniformed staff designee and Qualified Mental Health Professional, if the offender has a mental health designation. Youthful Offenders in Short Term Detention and Disciplinary Detention status may be reviewed for placement in Security Detention.

6.8.1 Transition from Disciplinary Detention (DD)/Security Detention (SD):

- Security Detention: If offender is assigned to Security Detention and it is determined that return to YOIS general population is appropriate, the Youthful Offender will transition through the Special Disciplinary Wing (SDW) prior to returning to YOIS general population. If determined that return to YOIS general population is not appropriate, the offender will be staffed with YOIS Program Coordinator, ICC, and Warden/designee for appropriate security/custody placement and transitioned to the appropriate institution through administrative reassignment.
- Disciplinary Detention: If determined that return to YOIS general population is appropriate, the Youthful Offender will be transitioned to YOIS general population. If determined that return to YOIS general population is inappropriate, the Youthful Offender's case will be staffed with YOIS Program Coordinator for administrative reassignment.
- Youthful Offender Females in SD or DD: If determined that return to YOIS general population is appropriate, the Youthful Offender will be transitioned to YOIS general population. If determined that return to YOIS general population is inappropriate, the Youthful Offender's case must be staffed with YOIS Program Coordinator and Warden/designee for assignment to Security Detention (SD) status.

NOTE: If the inmate is confined in an RHU, and there are protective concerns for the inmate, see SCDC Policy OP-22.23, "Statewide Protective Custody," for additional information.

6.9 Entering Disciplinary Information into the Automated System: All charges/imposed consequences will be entered into the Offender Management Systems Disciplinary screen. The Accountability Board will be responsible for determining the resulting consequences and for providing the results to the designee for entry into the CRT. The Recorder or designee will be responsible for entering all disciplinary infractions, to include charges and findings, into the Disciplinary Screen.

7. SPECIAL DISCIPLINARY WING (SDW):

7.1 Special Disciplinary Wing (SDW): An intermediate level of services located at Turbeville Correctional Institution. SDW is designated for those Youthful Offenders who have failed to meet program expectations, are recommended for placement by the Accountability Board due to a disciplinary not warranting placement in RHU, and/or are in need of administrative reassignment (i.e., security/protective concerns; custody/security reduction and/or have received multiple disciplinary/security concerns).

7.2 Management of Youthful Offenders in Special Disciplinary Wing (SDW):

7.2.1 Youthful Offenders placed in SDW will transition through a level system in accordance with YOIS policies and procedures.

7.2.2 Youthful Offenders in SDW will receive a specialized YOIS curriculum to include group counseling, individual counseling, and education while progressing back to YOIS general population.

7.2.3 Placement on the SDW must be approved by the Warden/designee and documented on the appropriate forms and the Staff Memoranda.

7.2.4 Reviews of offenders placed on SDW will be conducted every thirty (30) days by designed YOIS personnel. All reviews will be recorded and documented on the appropriate review form with approval of level progression or transition into YOIS general population by the Warden/designee and Division of YOPRS personnel.

7.3 Transition of Youthful Offender from Special Disciplinary Wing (SDW) to YOIS General Population: The Youthful Offender can be recommended during their Case Management Review or at the recommendation of the Warden/designee to be reassigned from SDW to YOIS general population as the result of the offender's improved behavior and the offender's commitment to complete YOIS. This will be determined by the offender's willingness to comply with areas addressed on SCDC Form 25-7, "Behavioral Expectations of Participation." When an offender is recommended for transition to YOIS, the recommendation will be made on SCDC Form 25-12, "Special Disciplinary Review Form." The form must be signed by the appropriate authorities prior to the offender being released from SDW. The assigned institution will be responsible for arranging offender's transition to YOIS general population with the Division of Operations and Institutional Classification.

8. ADMINISTRATIVE REASSIGNMENT:

8.1 A Youthful Offender can be reassigned administratively within YOIS to meet Agency or facility needs, e.g., transfers, special service assignments, custody and security, etc., or when it is determined by the YOIS Program Coordinator that it is in the best interest of the Youthful Offender (i.e., new medical condition, psychological problem(s), administrative segregation, gang related, protective concerns, separation and caution, etc.) to be moved to another institution. All administrative reassignments of Youthful Offenders must be reviewed and approved by the YOIS Program Coordinator and the Division Director of YOPRS.

9. RELEASE OF YOUTHFUL OFFENDERS FROM SCDC institutional custody:

9.1 Youthful Offenders may be Conditionally Released to community supervision, pursuant to the South Carolina YOA and policies and procedures established by the Division of YOPRS. Refer to Section 3, Intensive Supervision Administrative Release Authority (ISARA), for additional information.

9.2 The YOIS Case Manager is responsible for making recommendations to the ISARA pertaining to the Youthful Offenders institutional behavior and progress on SCDC Form 25-67, Youthful Offender Release Recommendations: Correctional Institution.

9.3 Unconditional Release: At the YOA six (6) year sentence max out date, the offender will be released from SCDC institutional custody without any supervision obligation. Refer to Section 3, Intensive Supervision Administrative Release Authority (ISARA), for additional information.

10. REVOCATION OF YOUTHFUL OFFENDERS:

10.1 Revocation by Department of Probation, Parole and Pardon Services (DPPPS): The SCDC must receive copies of the Order of Revocation and violation warrant or notice of violation upon an offenders arrival at R&E. Offenders who are not transported with appropriate paperwork are subject not to be admitted to R&E. Following the DPPPS revocation hearing, the chairperson of the Revocation Board will provide the Division of YOPRS with a revocation packet on each Youthful Offender.

10.1.1 County detention facility authorities should provide copies of the Order of Revocation, violation warrant, and/or notice of violation to appropriate SCDC officials when the offender arrives at the R&E Center.

10.1.2 If the offender is transported from the detention facility by SCDC personnel, the transport officer should ensure that this paperwork is obtained from the detention facility authorities, prior to transport.

10.2 Revocation Approved by ISARA: Refer to Section 3, Intensive Supervision Administrative Release Authority.

10.3 Reassignment to YOIS for Youthful Offenders whose Conditional Release has been revoked, or other appropriate disposition of the case including Unconditional Release to a straight sentence, will be made by the Division.

10.4 Youthful Offenders who have been revoked and have less than 90 days to max out (no absconction time) will be transferred to Turbeville or Trenton Correctional Institution for Reentry services.

10.5 Youthful Offenders returning to the SCDC with a new adult straight time sentence with no indication of violation of the YOA Conditional Release will be given their previous number without a "Y." If the Conditional Release is subsequently revoked, the offender's case will be reviewed and appropriate action taken in accordance with the Division of YOPRS guidelines.

10.6 The Division of YOPRS will receive automated notification from the Inmate Records Office when detainees are dropped after individuals have been revoked and when detainees are placed for violation of Conditional Release from DPPPS.

11. CONFIDENTIALITY OF RECORDS:

11.1 All information in a Youthful Offenders Case Management Records is confidential and will be treated as such. Information will not be released to anyone outside of the SCDC unless the Youthful Offender gives prior consent in writing on a SCDC Form 9-11, Inmate/Resident Release of Information Consent.

12. CALCULATION OF ABSCONTION (DEAD) TIME:

12.1 Inmate Records staff will review the paperwork on Youthful Offenders who have had their parole revoked to determine if dead time needs to be added. The time is calculated from the date the warrant is issued until the date the warrant is signed by the offender. After calculating the amount of time that has lapsed between the two dates, this time is added to the offenders six (6) year max out date. Dead time is noted via the Transfer and Count Menu (TRANCT) in the OMS and may entail multiple entries based on warrants received and continuation on parole.

13. PROCEDURES TO REQUEST JAIL TIME CREDIT:

13.1 Youthful Offenders are eligible for jail time credit when court-ordered (24-13-40). If an offender has served jail time that has not already been processed for jail time credit by the Inmate Records Office, the Classification Case Manager/designee will complete SCDC Form 18-11, Request for Jail Time, and forward the complete form to the appropriate point of contact in the Inmate Records Office. The Inmate Records Office will send the form to the appropriate county. Upon return of the form, the Inmate Records Office will provide the jail time credit information to the institution where the offender is assigned. For additional information see SCDC Policy OP-21.09, Inmate Records Plan.

14. guidelines for Youthful Offenders who also have Straight Time Sentences:

14.1 The Inmate Records Office will review the paperwork on Youthful Offenders who also have straight time sentences to determine type of sentence(s) and corresponding procedures.

Type of Sentence(s)	Procedures
Offender received at R&E as an initial gain with a YOA sentence and a concurrent straight sentence of nine (9) years or more.	Entered into the automated Offender Management System as a straight time offender with a HOLD for YOA certificate. The YOA sentence will be entered on the CONVICT screen. The YOA sentence will be marked Paroled by R&E personnel.

Offender received at R&E as an initial gain with a YOA sentence and a concurrent straight sentence of less than nine (9) years.	Entered into the automated Offender Management System as a YOA offender with a HOLD for YOA/ST review. The straight sentence will be entered on the CONVICT screen.
Offender is received at R&E as an initial gain with a YOA sentence and a consecutive straight sentence.	HOLD will be placed in the automated Offender Management System for YOA/ ST review. The offender will be entered in the automated Offender Management System as a YOA. The consecutive straight sentence will be entered on the CONVICT screen.
YOA goes to court on outstanding charges and receives a straight sentence.	Division of YOPRS will be notified by the Inmate Records Office staff when the staff generates the YOA/ST review HOLD. If the concurrent straight sentence exceeds the YOA four (4) [Initial Gains Revocator] or six (6) year date, the offender will be converted to a straight timer with a HOLD for YOA certificate. If the straight sentence does not exceed the YOA four (4) or six (6) year date, the offender will remain a YOA with a HOLD for YOA/ST review. The straight sentence will be entered on the CONVICT screen.
Straight timer goes to court on outstanding charges and receives a YOA sentence.	Division of YOPRS will be notified by the Inmate Records Office staff when the staff generates the YOA/ST review HOLD. If the straight sentence exceeds the YOA six (6) year date, the YOA sentence will be entered on the CONVICT screen and the offender will remain a straight timer. If the straight time sentence does not exceed the YOA six (6) year dates, the offender will remain a straight timer with a HOLD for YOA/ST review. The YOA sentence will be entered on the CONVICT screen.
Revocations	
Revocated YOA received at R&E with a two (2) year or more straight sentence.	Entered as a straight timer. A HOLD for YOA/ST review will be placed by R&E personnel.

Revocated YOA received at R&E with less than two (2) year straight sentence.	Entered as a YOA. A HOLD for a YOA/ST review will be entered by R&E personnel.
Revocated YOA received at R&E with a consecutive straight sentence.	Remains a YOA. The straight sentence will be entered on the CONVICT screen. A HOLD for YOA/ST review will be placed by R&E personnel.
YOA received at R&E with a straight sentence and no YOA parole revocation order.	Offender will be entered in the automated Offender Management System as a straight timer. The R&E personnel will be responsible for notifying the Division of YOPRS by placing a HOLD for YOA/ST Review with remarks noting specific information. The HOLD will also be sent to R&E Classification. For SCDPPPS revocations, Division of YOPRS liaison to SCDPPPS will notify the SCDPPPS to ensure that the revocation paperwork is initiated. Upon receipt of the SCDPPPS revocation order, the offender may be considered for Unconditional Release by the ISARA depending on the length of YOA community supervision previously served under SCDPPPS. Offenders approved for Unconditional Release will have their YOA sentence marked complete by Division of YOPRS staff. For Division of YOPRS revocations, Division staff will ensure paperwork is initiated. The straight sentence will be entered on the CONVICT screen. Upon receipt of the YOPRS revocation order, the offender will be reviewed by the ISARA for appropriate disposition. The CONVICT screen will be updated by the Division of YOPRS staff to reflect ISARA's disposition.
Revocated YOA assigned to the YOIS with a detainer who goes to court and receives a concurrent straight sentence of two (2) years or more (not reduced by jail time or time served).	The offender will be converted to a straight timer. A HOLD will be placed for YOA/ST review. The straight sentence will be entered on the CONVICT screen.

***All YOA/ST review HOLDS will remain in effect until review by Division of YOPRS personnel.

***All detainees should be processed using normal detainer guidelines. ***

15. SPECIALIZED POPULATIONS:

15.1 Seventeen (17) year olds: Mandatory Separation:

15.1.1 Adult Straight-timers: All seventeen (17) year olds convicted under an Adult Straight-time commitment must sleep separately from Adult Straight-timers and Youthful Offenders that are eighteen (18) years of age and above within suitable limitations of the institutional environment. Upon their eighteenth (18th) birthday, the offenders will be transitioned to general population.

15.1.2 Youthful Offenders: All seventeen (17) year old Youthful Offenders must sleep and complete recreation separately from Adult Straight-timers and Youthful Offenders that are eighteen (18) years of age and above. Upon their eighteenth (18th) birthday, offenders will be transitioned to general population to be housed with offenders that meet Classification requirements.

15.1.3 Institutional Activities: All seventeen (17) year old Adult Straight-timers and Youthful Offenders may attend school, religious services, visitation, group services, etc., with older inmates/offenders only when there is sight and sound supervision by an authorized SCDC employee.

15.1.4 Educational Services: All seventeen (17) year old Adult Straight-timers and Youthful Offenders must attend educational services until their high school diploma or GED can be obtained or verified.

15.2 South Carolina Department of Juvenile Justice (DJJ): YOIS will provide rehabilitative services and case management for young offenders sentenced as juveniles and transferred to the custody of the Department of Corrections upon reaching an appropriate age.

15.2.1 General Sessions: Juveniles who are sentenced in the Court of General Sessions under the SC YOA prior to their seventeenth (17th) birthday will initially be detained in the South Carolina DJJ. Upon transfer from DJJ to the Department, a Youthful Offender in the Division of YOPRS, is assigned to YOIS, and, when designated, begins receiving Intensive Supervision Services per YOPRS guidelines. SCDC acts as the releasing authority for General Sessions YOA Juveniles, as outlined in Section 3, Intensive Supervision Administrative Release Authority.

15.2.2 Family Court: Juveniles who are adjudicated in Family Court prior to their seventeenth (17th) birthday and initially detained at DJJ can be transferred to SCDC and assigned to the Division of YOPRS, pursuant to the SC Juvenile Justice Code. Family Court Juveniles who receive rehabilitative services through YOIS, however, are subject to release by the Board of Juvenile Parole and not assigned to ISS. The Division is required to submit a quarterly progress report on Family Court YOA juveniles. Juvenile Parole quarterly reports must include program participation, educational progress, special needs, work history, and disciplinary history. The Division will advise assigned institutions of the requirement for these reports as the Juvenile Parole Board requests them. The YOIS Program Coordinator/designee is responsible for completing and submitting these quarterly reports.

15.2.3 Housing: Juvenile offenders will be housed and complete recreation separately from Youthful Offenders and Adult Straight-timers. At no time will they transition to general population, as long as they are classified as Juvenile Offenders.

15.2.4 Educational Services: All Juvenile Offenders must attend educational services until their high school diploma or GED is obtained or can be verified.

15.3 South Carolina Department of Probation, Parole, and Pardon Services (DPPPS) Legacy Cases: Offenders meeting the following criteria may be transferred for services under the Division of YOPRS, to include YOIS and ISS.

15.3.1 Offenders previously under DPPPSs YOA parole/community supervision for more than one (1) year, and meeting the following:

- Returned to SCDC on a new, adult straight sentence(s) (no YOA revocation packet received from DPPPS);
- Have more than three (3) months left to serve on YOA sentence(s) before reaching the YOA six (6) year sentence max out date;
- Not located at a work release correctional institution.

15.3.2 Offenders with adult straight and YOA sentences to serve, and meeting the following:

- Have never been revoked by DPPPS on his/her YOA community/parole supervision;
- Have adult straight sentence(s) not projected to be completed until after his/her projected YOA Conditional Release date (NOTE: See Guidelines for Youthful Offenders who also have straight time sentence(s) above for additional information).

15.4 Mental Health:

15.4.1 Youthful Offenders who are managed by YOIS and classified as mentally ill will receive mental health services, pursuant to HS-19.02, Mental Health Services. All offenders classified as mentally ill must sign a release of information giving YOIS permission to access all Protected Health Information (PHI).

15.4.2 Primary case management and mental health services for Youthful Offenders classified as MI-3 or MI-4 will be provided by the Clinical Correctional Counselor (CCC) or qualified YOIS personnel.

15.4.3 Primary case management and mental health services for Youthful Offenders classified as MI-1 or MI-2 will be provided by a CCC. The CCC will provide the YOIS Program Coordinator or authorized YOIS personnel with a monthly report outlining the offenders progress with treatment goals and objectives, medication compliance, and any additional information required or requested by the Division of YOPRS.

15.4.4 In order to maintain the continuity of care, a CCC or qualified mental health professional will coordinate with YOIS personnel to provide assistance in obtaining appropriate mental health care services for Youthful Offenders transitioning to community supervision under Intensive Supervision Services.

15.5 SHOCK Incarceration: See SCDC Policy PS-10.12, SHOCK Incarceration for additional information.

15.6 Youthful Sex Offenders: See SCDC Policy PS-10.11, Sex Offender Treatment Program (SOTP) for additional information.

16. SELECTION AND TRAINING OF YOIS UNIFORMED STAFF MEMBERS:

16.1 Uniformed personnel assigned to a YOIS unit shall be selected carefully and regularly evaluated by supervisory personnel. Selected uniformed personnel must exhibit effective communication skills, patience, and the desire to work with young offenders. Specialized training will be taught to newly assigned staff of a YOIS unit concerning rules governing its operations, conflict resolution, and needs/problems associated with young offenders. If possible, this training will be made available prior to unit assignment. The orientation and training must be appropriately documented through the SCDC Training Academy.

16.2 Removal from YOIS Unit: If any uniformed personnel assigned to a YOIS unit receives formal employee corrective action, it is at the discretion of the YOIS Program Coordinator and Associate Warden to consider the uniformed personnel's removal from the YOIS unit. Reinstatement into the YOIS unit requires approval from the Associate Warden and YOIS Program Coordinator.

section two: Intensive Supervision Services (ISS)

17. RESPONSIBILITIES:

17.1 The Division Director of YOPRS is responsible for overseeing and managing ISS under the guidance of the Deputy Director of Operations.

17.2 Training: All newly assigned staff who work directly with ISS must attend ISS training within six (6) months of their hire date (unless an extension has been granted by the Division Director of YOPRS). Other program specific training will be conducted as needed and directed by the Division of YOPRS.

17.3 Intensive Supervision Officers (ISOs) assigned to ISS are responsible for:

- Making appropriate and timely computer entries (additions, changes, and deletions as they pertain to ISS, and other related areas);
- Developing a consistent schedule to meet with the Youthful Offender at the offenders assigned YOA institution and coordinate with Rehabilitation Correctional Counselors and SCDC institutional staff to develop a comprehensive reentry plan prior to the Youthful Offenders Conditional Release;
- Developing an appropriate residential plan for the Youthful Offender prior to Conditional Release;
- Serving as case manager and arranging services for Youthful Offenders under ISS within the community;
- Developing and maintaining an updated Case Management Plan (CMP);
- Utilizing graduated responses to deter non-compliance, as well as incentives to promote positive behavior;
- Establishing and coordinating Intensive Supervision Community Reentry Team (ISCRT) meetings to update community stakeholders on each Youthful Offenders CMP and coordinate services/referrals; and
- Monitoring and supervising of the Youthful Offenders release guidelines.

18. OFFENDER SUPERVISION:

18.1 Supervision While in SCDC Institutional Custody: Each Youthful Offender incarcerated at SCDC and assigned to ISS will be assigned an ISO, who will see the offender at least once per month upon admission to a YOA institution. During the incarceration period, the ISOs primary responsibility will be to assess and plan for the Youthful Offenders successful reentry into the community to include residential planning, risk/asset assessment, and case management development.

18.1.1 The Youthful Offenders ISO and the Youthful Offender will determine an approved residential address prior to Youthful Offenders projected Conditional Release date. The approved residential address will be documented on SCDC Form 25-88, Offender Residence Assessment. SCDC Form 25-86, Offender Residence Assessment: Sex Offenders must subsequently be completed on all Youthful Offenders convicted of CSC with a minor (1st and 2nd offense), assault with intent to commit CSC with a minor, kidnapping of a person under the age of eighteen (18), or trafficking in persons under the age of eighteen (18).

18.1.2 The ISO is responsible for administering the Global Risk Assessment Device (GRAD) to the Youthful Offender. Refer to Paragraph 3, Global Risk Assessment Device.

18.1.3 Case Management Plan (CMP) Development: After the assessment period, the assigned Youthful Offenders ISO and the Youthful Offender together will develop a Case Management Plan (CMP), SCDC Form 25-79. The CMP will be reviewed and revised quarterly, and as needed. The CMP will reflect the Youthful Offenders goals and risks/assets identified by the GRAD.

18.1.4 Intensive Supervision Officers/Rehabilitation Correctional Counselors: ISOs and Rehabilitation Correctional Counselors will work closely together and maintain open communication. They will routinely discuss the needs and progress of a Youthful Offender. An ISS regional representative will participate in ROF to provide input on SCDC Form 25-84, ISS: Reentry Offender Focus Staffing Form, for each Youthful Offenders transition to Reentry services within the YOA institution.

18.1.5 Conditional Release: Youthful Offenders may be Conditionally Released to community supervision, pursuant to South Carolina YOA and policies and procedures outlined in Section 3, Intensive Supervision Administrative Release Authority. The ISO is responsible for making recommendations to the ISARA pertaining to the ISOs assessment and plan for the Youthful Offenders successful community reentry.

18.2 Community Case Supervision: ISOs provide community parole supervision for Youthful Offenders granted Conditional Release from SCDC institutional custody. A Youthful Offender released on ISS in the community is required to maintain constant and direct contact with his/her assigned ISO, as defined by Paragraph 2.2.1, Levels of Supervision. The ISO is responsible for ensuring that the Youthful Offender is participating in structured and productive daily activities. The ISO will coordinate services for the Youthful Offender and monitor his/her progress by maintaining regular contact with service providers. The duration and focus of contacts will be determined by the CMP. New developments, concerns, or problems, as well as progress/lack of progress, offender statements, and other relevant data, will be documented in the ISS Web Application.

18.2.1 Levels of Supervision: A Youthful Offenders level of supervision upon Conditional Release from SCDC institutional custody is outlined in the ISS Standard Operating Procedures. At any time, a Youthful Offenders supervision level may be reduced or intensified as a result of his/her progress or lack of progress with supervision conditions.

18.2.1.1 Intensive Level of Supervision: Youthful Offenders on an Intensive Level of Supervision in the community will receive a minimum of one weekly contact from the ISO, to include monthly evening and weekend visits. Frequency and details of required contacts are outlined in the ISS Standard Operating Procedures.

18.2.1.2 Moderate Level of Supervision: Youthful Offenders on a Moderate Level of Supervision in the community will receive a minimum of two contacts per month from the ISO, to include a monthly evening or weekend visits. Frequency and details of required contacts are outlined in the ISS Standard Operating

Procedures.

18.2.1.3 Transitional Level of Supervision: Youthful Offenders on a Transitional Level of Supervision in the community will receive a minimum of one face-to-face and one phone contact per month from the ISO. Frequency and details of required contacts are outlined in the ISS Standard Operating Procedures.

18.2.1.4 Supervision While in Placement: A Youthful Offender Conditionally Released from SCDC institutional custody to a secure placement for ISS community supervision, to include detention center or inpatient treatment facility, requires the ISO to verify the Youthful Offenders location on his/her release date and make monthly contact thereafter.

18.3 Case Management Plan (CMP) Review: The ISO is responsible for conducting and documenting CMP reviews on SCDC Form 25-79 with Youthful Offenders quarterly and updating as needed. During reviews, Youthful Offenders demonstrating compliance with supervision and progression in his/her case management objectives may be considered for reduction in supervision level pursuant to ISS policies and procedures.

18.4 Youthful Offenders must be randomly drug tested on ISS, in accordance with ISS policies and procedures. The appropriate documentation of results will be reported on SCDC Form 8-17, Inmate Drug Testing, SCDC Form 25-80, Drug Testing Refusal, or SCDC Form 25-82, Drug Testing Voluntary Admission. Offenders who test positive, refuse drug testing, and/or provide a voluntary admission to drug use while on community supervision will be subject to appropriate interventions pursuant to Paragraph 6, Youthful Offender Interventions. ISOs will ensure that results are properly and promptly documented and communicated to the appropriate personnel.

18.5 Travel Authorization for Temporary Out-Of-State Travel:

18.5.1 The Division may approve temporary travel for purposes other than relocation to Youthful Offenders on community supervision who request to travel to another state for less than thirty (30) days. Youthful Offenders requesting authorization for temporary out-of-state travel shall be determined by ISS staff on a case-by-case basis, considering the circumstances of the case and the reason for travel. Travel permits shall be issued at the informed discretion of the ISO and RRC/designee pursuant to ISS policies and procedures, and should be considered as an incentive for Youthful Offenders in compliance with their conditions of supervision and CMP. Upon RRC approval, the ISO is responsible for:

- Completing SCDC Form 25-85, Offender Out-of-State Travel Permit and Agreement to Return, citing the time frame, location(s) to which the offender is traveling, and any reporting instructions.
- Notifying the designated Youthful Offender verbally and in writing by using SCDC Form 25-85 for approved Out-of-State Travel Instructions. Each Youthful Offender will acknowledge receipt of this information by signing in the appropriate section of the Offender Out-of-State Travel Permit and Agreement to Return. ISO will ensure that one (1) signed SCDC Form 25-85 is provided to the designated

Youthful Offender, and one (1) signed SCDC Form 25-85 is uploaded to the ISS Web Application.

- Commuting Offenders: The ISO may, at his/her discretion and RRC/designee approval, authorize temporary travel to offenders who are employed in another state and commute regularly for work purposes. Before approving the travel, the ISO must verify the employment in the receiving state and subsequently every thirty (30) days prior to the re-issuing of SCDC 25-85.
- A Youthful Offender Release: Arrest Warrant, SCDC Form 25-70, will be issued on any Youthful Offender who fails to comply with conditions outlined on SCDC Form 25-85.

19. global risk assessment device (grad):

19.1 All Youthful Offenders, receiving ISS, will be assessed using the GRAD. The GRAD documents patterns of behavior, resource needs, and assets that impact the well-being of the Youthful Offender in different spheres of an offenders life. The GRAD addresses both risks (mental health issues, substance use, sociability concerns, career development) and assets (individual strengths, positive leisure time, family/mentor support, workforce readiness) proven relevant to the offender population.

19.2 Completion and documentation of the GRAD will be the responsibility of the assigned YOIS or ISS personnel. The completed GRAD will be utilized in the development of the institutional Individualized Rehabilitation Plan and community Case Management Plan and serve as the basis for recommendations and referrals for services in both the institutional and community settings.

19.3 The GRAD will be completed in a time frame consistent with YOIS and ISS policies and procedures.

20. COMMUNITY REENTRY TEAM:

20.1 The Intensive Supervision Community Reentry Team (ISCRT) represents a compilation of community resources/services including service providers, human resource organizations, law enforcement agencies, and other community stakeholders assembled by the ISO. The ISCRT is utilized to review, recommend, and coordinate services/referrals for each Youthful Offenders CMP. Each Youthful Offenders ISO will keep the ISCRT informed of each offenders progress or lack of progress and will request/seek any additional support or resources as needed. These ISCRT staffings must be documented in the ISS Web Application.

20.2 Presentation of Cases to ISCRT: Cases may be presented by the assigned ISO or ISS regional representative at the ISCRT under the following conditions:

- Completion of new GRAD assessment;

- Recommendations for Conditional Release from SCDC institutional custody;

- Development of CMP;

- Changes to supervision status;

- Recommendations for referrals;

- Discussion/updates;

- Quarterly updates or standard updates on CMPs.

20.3 Frequency of ISCRT Staffing: Each county's ISCRT will meet monthly and as staffing needs occur. Youthful Offenders while in SCDC institutional custody will be staffed at least upon completion of the GRAD assessment and prior to release to ISS community supervision. ISCRT staffings for Youthful Offenders on community supervision should occur based upon the offenders individualized needs.

21. RESTITUTION:

21.1 Prior to the Youthful Offenders Conditional Release to community supervision, the ISO shall review all sentences to determine whether the Youthful Offender has been ordered to pay restitution. The ISO will discuss restitution payments with the Youthful Offender and respond appropriately in circumstances where restitution nonpayment is willful. Youthful Offenders will not be Unconditionally Released from ISS in circumstances where restitution is owed, unless a Civil Judgment has been obtained. Consideration and submission of a Civil Judgment will be conducted pursuant to ISS policies and procedures.

22. YOUTHFUL OFFENDER INTERVENTIONS:

22.1 An ISO will utilize progressive supervision practices to hold the Youthful Offender accountable for conditions of release. Any Youthful Offender not abiding to the conditions established in his/her Youthful Offender Conditional Release Certificate, SCDC Form 25-70, is in violation of his/her ISS Conditional Release. All violations and violation responses must be properly documented in ISS Web Application.

22.2 Graduated Responses: The purpose of the Graduated Response process is designed to hold the Youthful Offender accountable for his/her behavior and elicit alternative positive behaviors. For technical violations requiring a Graduated Response, the appropriate documentation, SCDC Form 25-83, Graduated Response Agreement, and Youthful Offender notification must be uploaded in the ISS Web Application. The ISO has the authority to impose and/or recommend sanctions including, but not limited to:

- Verbal or Written Reprimand;
- Community Service;
- Drug Testing;
- Electronic Monitoring;
- Home Arrest;
- Community Agency Referral;
- Treatment/Residential Placement;
- Modification of Driving or Curfew Privileges;
- Restitution;
- Administrative Review;
- Other Modification of Supervision Conditions.

22.3 Incentives: ISS practices and principles rely heavily on teaching accountability and promoting prosocial changes in thoughts and behavior that previously may have contributed to criminal behavior. Youthful Offenders who maintain compliance with supervision conditions and/or complete case management objectives may be eligible for incentives. The ISO may determine what constitutes as an incentive, including, but not limited to: reduction in supervision level, verbal or written recognition of achievement, donated goods or gift cards, and other modifications to supervision conditions. The ISO will ensure that the utilization of any incentive(s) will be properly and promptly documented in the ISS Web Application.

22.4 Warrants: Pursuant to the South Carolina YOA and the Division of YOPRS, an ISO has the authority, in circumstances of major violations of the Youthful Offenders Conditional Release Certificate, SCDC Form 25-70, to recommend SCDC Form 25-73, Youthful Offender Release: Arrest Warrant, be issued. The ISO must staff all requests for a "Youthful Offender Release: Arrest Warrant with his/her RRC or designee.

22.5 Administrative Review: An Administrative Review is conducted in circumstances where a Youthful Offender has been arrested on a YOA warrant or where additional interventions may be necessary. The Administrative Review entails a neutral division member to serve as the Administrative Review Officer (ARO) and requires the attendance of the Youthful Offender and the assigned ISO. The ARO is responsible for reviewing the violations orally with the Youthful Offender and providing the opportunity for the Youthful Offender to respond. The ARO may impose additional modifications to supervision, to correct the behavior and return the Youthful Offender to community supervision, utilizing SCDC Form 25-77, Jail Release Continued Supervision Order or recommend the Youthful Offenders return to SCDC institutional custody, SCDC Form 25-74 SCDC Violation of Parole Order for Return to Custody. The ISARA is responsible for reviewing and approving any Youthful Offenders case where a return to SCDC institutional custody is the recommended outcome of the review. Refer to Section 3, Intensive Supervision Administrative Release Authority.

23. Unconditional Release of Youthful Offenders from Supervision:

23.1 Pursuant to the South Carolina YOA, all Youthful Offenders in compliance with supervision may be considered for Unconditional Release from ISS after completing one year of community supervision.

EXCEPTION: Youthful Offenders at their YOA six (6) year sentence max out date must be released from supervision.

23.2 Case Closure Request: Youthful Offenders may be recommended for Unconditional Release from supervision after the case has been staffed by the ISO and RRC, ninety (90) days prior to the Youthful Offenders projected Unconditional Release from supervision date. In accordance with ISS policies and procedures, a Case Closure Request, SCDC Form 25-78, will be completed by the ISO for any Youthful Offender recommended for Unconditional Release from supervision and forwarded to the ISARA. All decisions regarding Youthful Offenders Unconditional Release from supervision will be made by the ISARA, refer to Section 3, Intensive Supervision Administrative Release Authority.

24. Documentation:

24.1 All ISS contacts will be properly and promptly documented in the ISS Web Application according to the ISS policies and procedures.

25. Interstate compact:

25.1 The South Carolina DPPPS will serve as liaison between the SCDC and the South Carolina Interstate Parole Compact Administrator concerning all Compact matters regarding Youthful Offenders. When a Youthful Offender informs an ISO that s/he would like to live out of state while on community supervision, the ISO is responsible to make contact with the Youthful Offender to get the necessary information and

forms that require signature. The Division of YOPRS will then forward the forms to the South Carolina DPPPS for processing no earlier than four (4) months prior to release.

26. Confidentiality of Records and Release of Information:

26.1 Release of the information contained in the ISS Web Application is confidential unless the Youthful Offender gives prior consent in writing on SCDC Form 25-75, Offender Records and Information Release Authorization. Release of Information will be obtained prior to any contact with other agencies or relatives of Youthful Offenders. ISOs will provide criminal justice agencies requesting information on a Youthful Offender who is suspected of involvement in a crime, with information that the ISO has observed, not information personally shared by the Youthful Offender.

section three: intensive Supervision Administrative release authority

27. general provisions:

27.1 Pursuant to the South Carolina YOA, SCDC has the legal authority to Conditionally Release any Youthful Offender from SCDC institutional custody. SCDC has designated this authority to the ISARA. The ISARA is a three-member panel of different disciplines within corrections, to include a victim representative. The ISARA will, at a minimum, meet monthly to consider and approve/disapprove the Conditional Release of Youthful Offenders to ISS in the community and approve/disapprove any Youthful Offenders case where a return to SCDC institutional custody is the recommended outcome of the Administrative Review.

28. Release of Youthful Offenders from SCDC Institutional CUSTODY:

28.1 A person who has been sentenced for the first time as a Youthful Offender may be incarcerated in SCDC for up to four (4) years. An offender who has parole revoked must be released when the number of days incarcerated in SCDC institutional custody plus the number of days on YOA parole/community supervision and any applicable dead time equals the YOA six (6) year sentence max out date or the statutorily maximum for the sentence imposed. At the YOA six (6) year sentence max out date or the statutorily maximum for the sentence imposed, the offender will be released without any supervision obligation.

29. Conditional Release Process:

29.1 The purpose of ISARA is to review release recommendations for Youthful Offenders approaching Conditional Release. The release authority process consists of a threefold review by the ISARA of the Youthful Offenders institutional behavior and progress: SCDC Form 25-67, Youthful Offender Release Recommendation: Correctional Institution; ISOs assessment and plan for offenders successful community reentry, SCDC Form 25-69, Youthful Offender Release Recommendation: ISS Region; and verification that victim/witness notification requirements have been completed, SCDC Form 25-71, Youthful Offender Release Recommendation: Victim Services.

29.2 When a Youthful Offender is within seventy-five (75) days of projected Conditional Release date, the YOIS Rehabilitation Correctional Counselor, Division of Victim Services, and ISS Region submits release recommendations to ISARA for review. Any pertinent information that is received by the Division of YOPRS that may affect an offenders release (detainers, new charges, consecutive sentence, etc.) is distributed to the appropriate correctional institution and ISS Region.

29.3 If a Youthful Offender is not approved for Conditional Release by the ISARA, the Division of YOPRS will return this disapproval to the correctional institution, Division of Victim Services, and ISS Region. The ISARA will notify all entities of next projected conditional release date and provide reason(s) for ISARAs disapproval. Division staff will enter the new projected Conditional Release date in the ISS Web Application. The YOIS Rehabilitation Correctional Counselor will notify the offender of this disapproval, and the ISO will review the disapproval reason(s) with the offender during the next monthly visit to the correctional institution.

29.4 Conditional Releases:

- If an offender is approved for Conditional Release by the ISARA, the Division of YOPRS will return this approval to the correctional institution, Division of Victim Services, and ISS Region. Division staff will enter the approved offender on the agencies mainframe maxrel screen.
- ISO will notify verbally and in writing by using SCDC Form 25-70, "Youthful Offender Conditional Release Certificate," the designated Youthful Offender of approved Conditional Release date. Each Youthful Offender will acknowledge receipt of this information by signing in the appropriate section of the Youthful Offender Conditional Release Certificate. ISO will ensure that a signed SCDC Form 25-70 and SCDC Form 25-90, ISS: Parole Transportation Plan, is provided to designated personnel at each institution serving Youthful Offenders thirty (30) days prior to Conditional Release.
- Should there be changes in a Youthful Offenders Conditional Release status, the correctional institution, the ISS Region, or the Division of Victim Services may submit a Youthful Offender Emergency Hold Recommendation: C.I. (EHR), SCDC Form 25-66, Youthful Offender Emergency Hold Recommendation: ISS Region, 25-68, and "Youthful Offender Emergency Hold Recommendation: Victims Services, SCDC Form 25-72, to ISARA for consideration. The ISARA will review the EHR and make an informed decision as to the offenders EHR approval or disapproval. If approved, a new projected Conditional Release date will be distributed to the correctional institution, ISS Regions, and the Division of Victim Services from the Division of YOPRS. If disapproved, ISARA is responsible for providing all above parties with reason(s) for disapproval. Division staff will enter the new projected Conditional Release date in the ISS Web Application.

- No Youthful Offender will be released without official notification from the Division of YOPRS.
- All Youthful Offenders victims will be notified prior to their release by the Division of Victim Services.
- EXCEPTIONS: Non-conforming statutory violent offenders must serve a minimum of thirty-six (36) months. All Youthful Offender convicted of Burglary, 2nd, non-violent on June 2, 2010, or after will serve a minimum of thirty-six (36) months. Juveniles who were adjudicated by a Family Court Judge can only be released by the Juvenile Parole Board on or before their 21st birthday.

30. Revocation of Youthful Offenders:

30.1 For all Youthful Offender Administrative Reviews in which the return to SCDC institutional custody is recommended, the ISARA will receive a violation packet, to include SCDC Form 25-74, SCDC Violation of Parole Order for Return to Custody, from the ARO, in accordance with policies and procedures of ISS. The ISARA is responsible for reviewing the violation packet and approving/disapproving the recommendation to return the Youthful Offender to SCDC institutional custody.

30.2 The ISARA should establish final disposition prior to Youthful Offenders arrival at R&E. Upon final disposition, the ISARA should submit copies of the Youthful Offender Release: Arrest Warrant, SCDC Form 25-73, the SCDC Violation of Parole Order for Return to Custody Order, SCDC Form 25-74, and the violation report to R&E.

31. Unconditional Release from Supervision Process:

31.1 When a Youthful Offender, eligible for Unconditional Release, is within forty-five (45) days of projected Unconditional Release date, the ISS Region submits Case Closure Request, SCDC Form 25-78, to the ISARA for review.

31.2 If an offender is not approved for Unconditional Release from supervision by the ISARA, the Division of YOPRS will return this disapproval and notification of next projected Unconditional Release date to the ISS Region.

31.3 If an offender is approved for Unconditional Release from supervision by the ISARA, the Division of YOPRS will return this approval to ISS Region, who is responsible for notifying the Youthful Offender, in accordance to ISS policies and procedures.

- No Youthful Offender will be released without official notification and documentation from the Division of YOPRS.

- All Youthful Offenders victims will be notified at the time of the Youthful Offenders Unconditional Release from supervision by the Division of Victim Services.
- At the YOA six (6) year sentence max out date, the Youthful Offender will be Unconditionally Released from supervision without any further obligation.

section four: Definitions

Accountability Board refers to a three-member Administrative Hearing panel of corrections professionals that is responsible for reviewing all minor incident reports received during the week and determining appropriate consequences for the incidents as specified in this policy and YOIS procedures.

Case Management Plan (CMP) refers to an individualized service plan for the Youthful Offender that is part of and consistent with the offenders community supervision conditions.

Civil Judgment is an order signed by a General Session Court Judge and recorded with the Clerk of Court in favor of the victim and against the offender for the balance of the unpaid restitution pursuant to the S.C. Code 17-25-323. The offender is legally obligated to pay the restitution balance through the Clerk of Court. The Civil Judgment will remain in force for a period of ten (10) years or until the restitution balance is paid in full.

Conditional Release refers to releasing a committed Youthful Offender from SCDC institutional custody to ISS community parole supervision, under conditions which outline the restrictions and requirements of his/her release. Breach of any condition may revoke the Youthful Offenders release order.

Family Court YOA Juveniles refers to juveniles who were adjudicated in Family Court prior to their 17th birthday and initially detained in the South Carolina Department of Juvenile Justice (SCDJJ). Family Court YOA juveniles are sentenced to be incarcerated until the age of twenty (21) or until sooner released by the SC Board of Juvenile Parole. Family Court YOA juveniles are transferred to the Department, based upon age and offense guidelines established by SCDJJ.

General Sessions YOA Juveniles refers to juveniles who are sentenced in General Sessions Court under the South Carolina YOA prior to their 17th birthday. Prior to their 17th birthday, General Sessions Youthful Offenders are initially detained in the South Carolina Department of Juvenile Justice (SCDJJ). When the General Sessions YOA Juvenile turns 17 years of age, s/he is transferred to the SCDC as a Youthful Offender and assigned to the Division of YOPRS. SCDC acts as the releasing authority for General Sessions YOA Juveniles, as outlined in Section 3, Intensive Supervision Administrative Release Authority.

Global Risk Assessment Device (GRAD) refers to the assessment tool of choice for the Division of YOPRS. The GRAD addressed specific risk (mental health issues, substance abuse, sociability concerns, career development) and assets (individual strengths, positive leisure time, family/mentor support, workforce readiness) that are salient to the lives of the offenders. The information gathered from the GRAD is utilized to drive case planning activities insofar as it provides the evidence needed to make recommendations and referrals for services in both the institution and community.

Individualized Rehabilitation Plan refers to an outline of individualized services for the Youthful Offenders while in SCDC institutional custody.

Intensive Supervision Administrative Release Authority (ISARA) refers to a panel of corrections professionals, to include a victim representative, which considers and approves/disapproves the release of Youthful Offenders to Intensive Supervision in the community and Unconditional Release from supervision. The ISARA also considers and approves/disapproves a Youthful Offenders case in which a return to SCDC institutional custody is the outcome of the Administrative Review.

Intensive Supervision Community Reentry Team (ISCRT) refers to a team consisting of community resources/services, including service providers, human resource organizations, law enforcement agencies, and other community stakeholders assembled by the ISO. The ISCRT is utilized to review, recommend, and coordinate services/referrals for each Youthful Offenders CMP.

Intensive Supervision Officers (ISO) refers to individuals who provide community parole supervision for Youthful Offenders assigned to ISS. The ISO is responsible for monitoring release guidelines and CMP of the assigned Youthful Offender, and making referrals to services based upon the offenders identified needs/assets. Each Youthful Offender is assigned an ISO at the time of admission to SCDC.

Offender Focus refers to YOIS CMTs that are utilized to monitor and address the Youthful Offenders needs, behavior, progress/lack of progress, sanctions, privileges and referrals. Each Offender Focus may consist of personnel, relevant to the offenders case, from multiple disciplines to include YOIS Institutional Coordinator, YOIS Rehabilitation Correctional Counselor, Mental Health, Education, Programming, Intensive Supervision Services (ISS), Medical, Classification, and Prison Industries.

Regional Reentry Coordinator (RRC) refers to the individual who provides regional coordination and ongoing implementation of ISS. The RRC provides direct technical assistance and supervision to ISOs assigned to a region and insures the practice of quality case management.

Rehabilitation Correctional Counselor (RCC) refers globally to Division of YOPRS staff responsible for providing therapeutic counseling services to the Youthful Offender population in SCDC institutional custody. The Lead RCC refers to the individual at the institutional level who is designated to supervise other RCCs assigned to that institution and coordinate Offender Focus sessions.

South Carolina Youthful Offender Act (YOA) refers to Chapter 19, Section 24, of the South Carolina Code of Laws, as amended.

Special Needs Offenders refers to Youthful Offenders with medical, mental health, and/or other special considerations who require more specialized services. Special needs Youthful Offenders will be assigned to an appropriate institution based on their needs while in SCDC institutional custody. The Division of YOPRS is still responsible for monitoring the Youthful Offenders institutional progress, recommending his/her release to ISS community supervision, developing a comprehensive reentry plan, and arranging appropriate services upon Conditional Release.

Travel Permit/Pass refers to written permission granted to offenders authorizing travel from one state to another.

Unconditional Release refers to discharging a Youthful Offender from his/her YOA sentence, on or before the Youthful Offenders YOA six (6) year sentence max out date. A Youthful Offender may be Unconditionally Released from supervision at the expiration of one year from the date of his/her Conditional Release.

YOIS Case Manager refers to staff who are responsible for monitoring the behavior and performance of assigned Youthful Offenders. Each Youthful Offender is assigned a YOIS Case Manager.

Youthful Offender refers to an offender who is at least 17 but less than 25 years of age at the time of conviction, referred to ISS, and who is sentenced under the South Carolina YOA, as defined in Chapter 19, Section 24, of the South Carolina Code of Laws, as amended, for a crime that is a misdemeanor, a Class E or F felony, or a felony which provides for a maximum term of imprisonment of 15 years or less.

Youthful Offender Security Detention (YOSD) refers to the placement of a Youthful Offender in Security Detention for an initial period of thirty (30) days. At the end of the thirty (30) day period, the CMT reviews the offender to determine if his/her performance and behavior allow his/her return to YOIS activities.

SIGNATURE ON FILE

-
s/Bryan P. Stirling, Director

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Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.